## Approved For Release 1999/08/27: CIA-RDP78-04691A0001 060014-1 UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 20 July 1950

FROM :

Budget Officer

SUBJECT:

Increase of Vouchered Positions for Fiscal Division,

Administrative Staff

1. In the 1952 vouchered budget estimates for the Fiscal 25X9A2 Division, Administrative Staff, there are requested funds for seven (7) new positions in excess of the present table of organization which, if approved, will increase the T/O from for the current year (1951) and budget year (1952). The justification given is to handle anticipated increase of 10 per cent in workload. The positions requested are as follows:

| Rock | 47-50                     | Position   | No.         | Grade  | Organizational Unit   | 1951             | 1952                  |
|------|---------------------------|--|-------------|--|---|------------------|-----------------------|
| 10   | 10<br>+3<br>+1<br>+2<br>3 | Accountant Accounting Clerk Fiscal Auditor Payroll Clerk Auditor Clerk | 1 1 1 1 2 2 | GS-1.1<br>GS-5<br>GS-7<br>GS-4<br>GS-5<br>GS-5 | Accounts Branch Accounts Branch Claims Branch Payroll Branch (Preparation) Payroll Branch (Retirement) Fiscal Processing Branch | x<br>x<br>x<br>x | x<br>x<br>x<br>x<br>x |
|      |                           | Total  | 7           |  |   |                  |                       |

- 2. In addition to seven (7) new positions a total of thirty-one (31) reclassifications to higher grades has been requested for the current year (1951) over that which was budgeted.
- 3. As you will recall the Management Survey dated 27 March 1950 recommended a reduction of four (4) positions; the "Call for Estimates for Fiscal Year 1952" requested that present table of organization be used as basis for preparation of estimates for budget year and the Director's memorandum of 28 April 1950 requested that careful scrutiny of current authorizations be made with a view to reductions where possible. In view of the above, I would appreciate your comments and/vor recommendation in this matter.



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